



**Regina
Humane
Society**

Regina Humane Society Facility Rental

Frequently Asked Questions

Availability & Booking

How do I check whether a space is available?

Please contact our Community Engagement Coordinator at facilities@reginahumane.ca or 306-543-6363 ext. 336. Availability depends on existing bookings and regular RHS operations.

How do I request a booking?

Complete the Facility Rental Request Form on our website. Once we receive your request, our Community Engagement Coordinator will contact you to confirm availability, discuss your requirements and explain the next steps.

When is my booking confirmed?

Your booking is confirmed only after RHS receives full payment and a signed Facility Booking Agreement.

What hours are rentals available?

Rentals are generally available from 9:00 a.m. to 9:00 p.m., seven days a week, except statutory holidays and after 5:00 p.m. on the day before a statutory holiday.

Availability may be affected by RHS programs, events or operational requirements.

What is your cancellation policy?

Cancellations must be submitted by email at least two business days before the booking. Cancellations received with less than two business days' notice are non-refundable.

If RHS must cancel a booking due to circumstances beyond its control, any advance rental fees will be refunded.

Can I book the space for several consecutive days?

Yes. Rentals booked for at least three consecutive days receive a 25% discount.



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Rooms & Capacity

What rental spaces are available?

The Animal Community Centre has three classrooms that may be rented individually or combined.

Capacity may vary depending on the room layout, furniture requirements and nature of the event. Our Community Engagement Coordinator can help you select the most appropriate space.

What furniture is available?

Available furniture includes:

- Nine round tables, seating up to eight people each
- Six rectangular tables, seating up to four people each
- Fifty chairs
- One podium

Please discuss your requirements when booking. Any additional furniture or specialized equipment must be supplied by the renter and approved by RHS in advance.

Can tables and chairs be rearranged?

Yes. We will discuss your preferred setup before your event, and renters are welcome to rearrange furniture during their rental if needed.

Is setup and cleanup time included?

Regina Humane Society staff will set up and remove tables and chairs before and after your rental.

Your booked rental period must include all time needed for your setup, event, cleanup and departure. Access begins at the scheduled start time, and everyone must leave by the scheduled end time. Additional time may be charged at the applicable hourly rate, rounded up to the next hour.



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Rental Fees

What are the rental rates?

Facility	Time	Cost
One (1) Classroom	One Hour	\$50
One (1) Classroom + Catering Kitchen	One Hour	\$60
One (1) Classroom	6 + Hours (Full Day)	\$300
One (1) Classroom + Catering Kitchen	6 + Hours (Full Day)	\$350
Two (2) Classrooms + Catering Kitchen	6 + Hours (Full Day)	\$400
Three (3) Classrooms + Catering Kitchen	6 + Hours (Full Day)	\$500
P.A. System	N/A	\$50
Registered Charity Rate	N/A	50% Off Total Cost
Consecutive Booking (3 Day Minimum)	N/A	25% of Total Cost

* Prices do not include GST

* Prices subject to change.

Do you offer discounts for registered charities?

Yes. Registered charitable organizations receive 50% off the rental fee. RHS may request a valid Canada Revenue Agency charitable registration number.

What is included in the rental fee?

Your rental includes:

- Use of the reserved room or rooms
- Available tables and chairs
- The agreed standard room layout
- Wi-Fi
- Access to washrooms
- Heating and air conditioning

Linens, dishes, cutlery, catering supplies, decorations and other event materials are not included.



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Technology & Amenities

Is presentation equipment available?

A large, wall-mounted digital screen is available for presentations. Please tell us when booking if you require it.

RHS staff may provide basic assistance but cannot guarantee that rental equipment will be compatible with every device or operating system. Renters are encouraged to test important presentations and bring any necessary adapters.

Is Wi-Fi available?

Yes. If a Wi-Fi password is provided, it must not be shared with individuals who are not attending the rental. A wired internet connection is not available.

Is a microphone or PA system available?

A microphone and PA system may be available for an additional \$50 fee. Please confirm availability and any room-booking requirements with the Community Engagement Coordinator.

Is there a kitchen?

A catering kitchen is available with certain rental options. It includes a sink, refrigerator and microwave but does not have a stove, oven or dishwasher.

Are washrooms available?

Yes, including accessible washrooms.

Is the building climate controlled?

Yes. The facility is fully heated and air-conditioned.

Food & Beverages

Can we bring food or hire a caterer?



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Yes. Renters may bring their own food or arrange catering at their own expense. All food, beverages and catering supplies must be removed at the end of the rental.

Are coffee and tea provided?

No. Renters must supply their own beverages, equipment and serving materials.

Can alcohol be served?

No. Alcohol is prohibited everywhere on RHS property, regardless of whether a liquor permit has been obtained.

Is smoking or vaping permitted?

No. Smoking, vaping and the use of tobacco or cannabis products are prohibited throughout RHS property, including outdoor areas, parking lots and privately owned vehicles parked on the property.

Parking & Accessibility

Is parking available?

Parking is limited and cannot be guaranteed during regular RHS business hours. Guests should carpool when possible and avoid using designated staff parking areas. Please contact the Community Engagement Coordinator to discuss parking arrangements for your event.

Is the facility accessible by public transit?

Yes. The Animal Community Centre is located along a City of Regina public transit route.

Is the building wheelchair accessible?

Yes. The facility is wheelchair accessible, is located entirely on one level and has accessible washrooms. No elevator is required.

Are service animals permitted?

Yes. Service animals are welcome and must comply with the applicable RHS policy.



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Events & Activities

What types of events may be held at RHS?

We welcome business meetings, workshops, training sessions, community gatherings, classes and other appropriate events. All events must comply with the Facility Booking Agreement. In particular, an event must:

- Be consistent with RHS's mission and values
- Avoid interfering with regular shelter operations
- Respect the rights and safety of others
- Not promote hatred, discrimination or contempt toward any person or group
- Not involve a demonstration or protest
- Not involve selling goods or services
- Not charge admission unless RHS has approved it in advance

RHS may decline a rental request that is not appropriate for the facility or that could interfere with its operations.

Can we advertise our event?

Yes, but no advertising, signage or display material may be attached to the interior or exterior of the building without prior approval. Approval of a rental does not imply that RHS sponsors or endorses the event.

Are decorations allowed?

Decorations are permitted with prior approval. Nothing may be attached to the building unless approved by RHS, and all decorations, signs, tape and other materials must be removed immediately after the event.

Confetti, glitter, rice, sequins and similar materials are strictly prohibited anywhere on RHS property. If these materials are used, a cleaning fee equal to the rental fee will be charged.



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Are candles or open flames allowed?

Please discuss this with the Community Engagement Coordinator before your event. Any candle or open-flame use must be expressly approved in advance and comply with applicable fire-safety requirements.

Can we play music?

Yes, provided the volume does not disrupt shelter operations, animals, staff, visitors or neighbouring activities.

Are children permitted?

Yes. The renter is responsible for appropriately supervising children and all other event attendees.

Can we sell products or charge admission?

The sale of goods or services is not permitted. Admission fees may only be charged with prior written authorization from RHS.

Animals & Shelter Access

Are pets permitted?

Animals may only be brought into the facility in accordance with the RHS Visiting Animals Policy. Please discuss any plans to bring an animal with the Community Engagement Coordinator before your event.

Can guests visit the shelter animals?

Guests may visit the Adoption Atrium during regular adoption hours. Access to animal housing, staff-only and restricted areas is not included with a facility rental.

Can we arrange an animal meet-and-greet?



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Unfortunately, RHS cannot provide animal meet-and-greets as part of facility rentals at this time.

Will shelter visitors and/or animals disrupt our event?

The classrooms are separated from the animal housing areas to minimize disruption. However, the facility is an active animal shelter, and occasional animal or operational sounds may be heard.

The Regina Humane Society remains open to the public during regular operating hours, so other visitors may be present in the building during your event.

Cleaning & Departure

What cleaning is expected?

Renters are expected to leave the space reasonably clean, orderly and ready for the next user without significant staff intervention.

Before leaving, renters must:

- Place garbage and recyclable materials in the appropriate designated bins
- Return tables, chairs and equipment to their original locations
- Turn off any equipment used
- Remove decorations, signs, tape and personal belongings
- Wipe down used tables, chairs, countertops and other surfaces
- Clean up spills
- Remove all food, beverages and supplies
- Ensure all guests have left the rental space

What happens if the space is not left clean?

A minimum cleaning fee of \$100, or the actual cost of the required labour, may be charged. Additional charges may apply for excessive mess, waste removal, damage or staff overtime caused by a delayed departure.



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Future bookings may be declined until all outstanding invoices have been paid. Repeated or significant non-compliance may also result in deposits being required for future bookings or the loss of rental privileges.

Are there additional requirements for evening rentals?

Yes. If a booking continues past 6:00 p.m., the renter must follow additional closing instructions, including ensuring the building is appropriately secured. Detailed instructions will be provided with the booking.

Damage, Incidents and Security

What happens if something is damaged?

The renter is responsible for damage, loss or theft resulting from the rental and may be charged the cost of repair or replacement.

Damage or maintenance concerns must be reported to the Community Engagement Coordinator. If an incident involves injury, property damage or loss, an RHS Incident Report must be completed and submitted within 48 hours.

Are renters responsible for their guests?

Yes. The person or organization signing the Facility Booking Agreement is responsible for supervising attendees and ensuring everyone complies with RHS requirements.

Is the facility monitored by security cameras?

Yes. The facility and event spaces are monitored by security cameras.

Will RHS staff be available during our event?

Staff are generally available during regular business hours. After-hours renters will be given contact and closing information. Staff availability does not include event coordination, technical operation, catering or guest supervision.



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